

IMPORTANT DATES

Application Deadline: 4:00 PM PDT, Friday, September 17, 2004

If faxed by above deadline, hard-copy original (and copies) must be received by September 21, 2004.

Deadline for Form 2109: Friday, October 15, 2004

Applicants for CTE grants whose project is located on state or federal highway right-of-way must have their project reviewed by the Idaho Transportation Department district office. An ITD Form 2109—"Application for Permit to Use Right-of-Way approaches" must be completed and approved, and submitted to the Idaho Department of Lands no later than October 15, 2004.

Grant Project Period: December 1, 2004 — September 30, 2005

FREQUENTLY ASKED QUESTIONS

1. Can non-profit organizations, churches, or clubs apply for grants?

- No. Groups such as the above, if interested in having a community forestry project funded, can work in cooperation with the city (and the city applies for the grant).

2. Can the personnel costs incurred by city employees or the use of city equipment be reimbursed with grant funds?

- No. The costs of utilizing regular city employees or city equipment to perform the grant project can only be used as applicant cash match. Interns or apprentices working on the project can be paid with grant funds included in the grant application.

3. When calculating the planting project costs, what should be included?

- Include only the project related costs dealing with the trees or shrubs. For example, if a park is being developed do NOT count costs of parking lots, play equipment, turf installation/irrigation, sidewalks, and general grading for turf or other areas, etc.
- DO include costs of site preparation for plant materials, planting of the trees, irrigation for trees, tree grates, stakes, mulch, or signage or hardscape costs that are an integral part of the planting, etc. If the city will be paying or will receive donations for any of these costs, or costs of additional tree planting in this same area, please include these as well in the Applicant Cash and Donated & In Kind columns (to show the contribution a city is making).

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4. How much cash match is required of the applicant?

- CTE grants require 10% cash match (from non-federal fund sources). In-kind contributions are encouraged for the project, but do not count toward the 10% match.
- Program Development and Tree Planting & Care grants do not require a cash match. However, the local project contribution of cash and/or donated activities will be a criterion when comparing and ranking grant project applications.

5. Is turf irrigation an allowable grant expense or cash match?

- No. Turf irrigation is only eligible for grant funds with prior approval from the Idaho Department of Lands.
- Costs related to turf, turf irrigation and hardscape costs adjacent to the planted trees can be used for cash match. For instance, turf in a median strip where the trees are planted.